



**DISTRICT COURT OF THE VIRGIN ISLANDS
OF THE UNITED STATES**

CHAMBERS OF
GEORGE W. CANNON
MAGISTRATE JUDGE

3013 ESTATE GOLDEN ROCK
CHRISTIANSTED, ST. CROIX
VIRGIN ISLANDS 00820-4355
(340) 773-1601 • FAX: (340) 773-5416
EMAIL: GEORGE_CANNON@VID.USCOURTS.GOV

July 19, 2006

M E M O R A N D U M

TO: Virgin Islands Bar Members & Staff
FROM: George W. Cannon, Jr.
U.S. Magistrate Judge
RE: Practices and Procedures

The District Court's Judicial Automated System (JAMS) requires SEPARATE motions, stipulations, pretrial statements, etc. and orders. The reason is the motion, stipulation, pretrial statement is docketed as one docket number and the order is docketed as another docket number and tied back to the same motion or stipulation. This is required so the pending motion list only shows outstanding motions.

Secondly, the separate proposed order MUST include a distribution list naming all counsel of record and their fax number(s), if off island in order to expedite distribution. It can be placed after the Deputy Clerk line.

For example:

Distribution List

[List all attorneys of record and off island fax numbers]
John Doe, Esq. - Fax 776-1212
Jane Doe, Esq. - Fax 206-555-1212